

## STARS Deployment Calendar

Date	Responsible Office	Activity
3/2/05	Oak Ridge	Issue remittance notice entitled 'Request for Early Submission of Invoices - Goods or Services to be Delivered March 2005.'
3/4/05	EFASC	Issue DOECAST entitled 'Processing of Employee Travel Claims During STARS Deployment.'
3/7/05	Employees – Permanent Change of Station (PCS) vouchers	<p>Cut-off date for submitting PCS vouchers to EFASC Travel Team – EFASC Travel Team must receive PCS vouchers by 3/7/05 to process payments prior to the STARS conversion period.</p> <ul style="list-style-type: none"> <li>• EFASC Travel Team will audit PCS vouchers received by 3/7/05 and send to the EFASC Payment Team by 3/23/05.</li> <li>• PCS vouchers received by the EFASC Travel Team after 3/7/05 will be audited and tracked on a spreadsheet log until the STARS system is operational.</li> <li>• No PCS vouchers will be paid in April unless the employee can demonstrate the lack of reimbursement causes an extreme financial hardship. Any PCS voucher approved for limited payment processing will be audited, tracked on a spreadsheet log, and transmitted to EFASC Payment Team for payment. If an obligation is required to process the payment, the EFASC Travel Team will coordinate this effort with the appropriate field site.</li> </ul>
3/17/05	Contractors and Vendors - Invoices	<p>Cut-off date for submitting vendor invoices to Oak Ridge Financial Services Center – Oak Ridge Financial Services Center must receive invoices by 3/17/05 to process payments prior to the STARS conversion period.</p> <ul style="list-style-type: none"> <li>• DOE contractors and vendors are encouraged to submit invoices early for goods or services to be delivered in March so the invoices can be processed and paid by the end of the month.</li> <li>• For goods, the invoices should separately identify actual quantities delivered at the time of billing and quantities expected to be delivered by 3/31/05.</li> <li>• For services, the invoices should separately identify actual costs incurred at the time of billing and estimates of costs to be incurred over the balance of your March billing period.</li> <li>• Subsequent invoices submitted should separately identify any adjustments necessary to reconcile any discrepancies between estimates contained in March invoices with actual quantities delivered or costs incurred for the estimate period.</li> <li>• DOE contractors and vendors not electing to submit their March invoice early can expect the payment to be made in May. Payments will be made in accordance with the terms of your contract or the Prompt Payment Act, including any appropriate late payment provisions.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Exceptions will include <u>small businesses</u> that may be adversely affected and non-integrated contracts with special payment terms that have been pre-approved by EFASC.</li> </ul>
3/18/05	EFASC	<p>EFASC issues guidance on how to process the following types of transactions during the STARS conversion period:</p> <ul style="list-style-type: none"> <li>• IPACs</li> <li>• Payroll</li> <li>• Accruals</li> <li>• Deposits/Collections</li> <li>• Receivables</li> <li>• Reimbursable Work</li> <li>• P&amp;CE</li> </ul>
3/21/05	Budget Office	Budget Office issues March annual financial plan (AFP) and advice of allotment to EFASC and Field Offices.
3/23/05	Employees – Temporary Duty (TDY) and local travel vouchers	<p>Cut-off date for electronically submitting TDY and local travel vouchers to EFASC Travel Team – Vouchers must be in <u>submitted or approved record state</u> of Travel Manager by 3/23/05 to process payments prior to the STARS conversion period.</p> <ul style="list-style-type: none"> <li>• Employees should continue to use Travel Manager to create authorizations and vouchers so the travel documents are ready to be processed as soon as STARS is operational. TDY and local travel vouchers received after 3/23/05 will be pulled from Travel Manager, audited, and tracked on a spreadsheet log until the STARS system is operational.</li> <li>• No TDY or local travel vouchers will be paid in April unless the employee can demonstrate that the lack of reimbursement causes an extreme financial hardship. Any TDY or local travel voucher approved for limited payment processing will be audited, tracked on a spreadsheet log, and transmitted to EFASC Payment Team for payment. These vouchers will be manually deleted from the interface file to STARS. If an obligation is required to process the payment, the EFASC Travel Team will coordinate this effort with the appropriate field site.</li> <li>• Please note that the Bank of America has agreed not to suspend or cancel accounts if employees cannot pay their bills on time because travel reimbursements are delayed during April. For this to apply, Bank of America requires that accounts must: (1) be open, activated, and have a balance; (2) not be in fraud status; (3) not be over the credit limit; (4) have a valid address and phone number; and (5) not be more than 59 days past due at the time of the STARS conversion.</li> </ul>

Date	Responsible Office	Activity
3/23/05	Employees – Paper vouchers	<p>Cut-off date for submitting paper vouchers to EFASC Travel Team – EFASC Travel Team must receive vouchers by 3/23/05 to process payments prior to the STARS conversion period.</p> <ul style="list-style-type: none"> <li>• Paper vouchers received after 3/23/05 will be audited and tracked on a spreadsheet log until the STARS system is operational.</li> <li>• No paper vouchers will be paid in April unless the employee can demonstrate that the lack of reimbursement causes an extreme financial hardship. Any paper voucher approved for limited payment processing will be audited, tracked on a spreadsheet log, and transmitted to EFASC Payment Team for payment. If an obligation is required to process the payment, the EFASC Travel Team will coordinate this effort with the appropriate field site.</li> </ul>
3/24/05	Approving Officials	Cut-off date for Approving Officials to approve invoices for payment in order to process payments prior to the STARS conversion period.
3/28/05	CFO	Announce Go/No-Go decision for STARS.
4/1/05 – STARS Operational*	EFASC and Field Offices	Suspend all <u>April</u> business transactions in DISCAS and MARS. Exceptions will include <u>small business</u> that may be adversely affected, non-integrated contracts with special payment terms that have been pre-approved by EFASC, and employees with extreme financial hardship as a result of delayed reimbursement. These exceptions will be recorded in DISCAS. *Projected date is April 25, 2005.

Date	Responsible Office	Activity
4/1/05	EFASC and Field Offices	<p>Suspend all interface feeds for <u>April</u> business until notified that the STARS system is ready for transaction processing. All interfaces to and from DISCAS and MARS will be suspended, including:</p> <ul style="list-style-type: none"> <li>• Integrated and Non-Integrated Contractor</li> <li>• Travel Manager (TM)</li> <li>• Corporate Human Resources Information System (CHRIS)</li> <li>• DOE E/C Web</li> <li>• Small Purchase System (SPS)</li> <li>• Automated Standard Application for Payment (ASAP)</li> <li>• Intra-Governmental Payment and Collection System (IPAC)</li> <li>• Electronic Invoice</li> <li>• Electronic Certification System (ECS)</li> <li>• Host-to-Host (H2H)</li> <li>• Funds Distribution System (FDS) –Both DISCAS and MARS interfaces</li> <li>• Ground Transportation System (GTS)</li> <li>• Vendor Inquiry Payments Electronic Reporting System (VIPERS)</li> <li>• Field Budget Systems and File Conversion - FCDS and BEARS</li> <li>• Labor Distribution System (LDS)</li> <li>• Working Capital Fund (WCF)</li> <li>• DOE info- Employee</li> <li>• 1099 Process</li> <li>• Budget and Reporting Code System (BARC)</li> <li>• Financial Drawdown and Sales System (FIDSS)</li> <li>• Procurement Assistance Data System (PADS)</li> <li>• Integrated Planning, Accountability and Budgeting System – Information System (IPABS-IS)</li> <li>• Invoice Load Process Annual Operating Plan</li> <li>• Project Management Information System (ProMIS)</li> <li>• Windows System Approach to Grants Administration (WinSAGA)</li> </ul> <p>Please note that some of the interfaces listed above will not be re-directed to STARS once the system is ready to process transactions and receive interface files. However, as outlined in the contingency fall-back plan, such interfaces must remain functional until DOE determines STARS is fully supportable.</p>

Date	Responsible Office	Activity
4/1/05	EFASC and Field Offices	Validate all DISCAS entries.
4/2/05 5:00pm EST	Field Offices	Receive and update integrated and non-integrated contractor feeds.
4/4/05	EFASC	DISCAS submittal to MARS.
4/6/05	EFASC	MARS month-end close.
4/6/05 2:00pm EST	EFASC	Transfer final month-end DISCAS FINDBs to STARS Project Team.
4/25/05*	STARS Project Team	Release announcement that STARS system is ready to process transactions and receive interface files. *Projected date is April 25, 2005.